

SOUTH BROWARD AREA SERVICE SUB-COMMITTEES

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SWAMP RECOVERY

SOUTH BROWARD SWAMP RECOVERY

PURPOSE

This sub-committee holds an annual South Broward Area camping event. Swamp Recovery is a newcomer event and is a wonderful opportunity to be a part of an area annual event honoring the traditions. Our primary purpose is to carry the message to the addict who still suffers, have fun, as well as generate funds for the South Broward Area. No addict is ever turned away.

GENERAL GUIDELINES

1. Swamp Recovery South Broward Area Policy will be distributed to each subcommittee chair at time of incurring their position.
2. All subcommittee chairs must meet the clean time requirement.
3. All flyers created must include the following information:
 - a) Name and location of the event, including dates and times
 - b) Any entrance fees associated with the park
 - c) NA is not affiliated with the park
 - d) Two individuals contact information
 - e) NA Registered Symbol
 - f) NO PETS ALLOWED!!!
4. All subcommittees are responsible to set up and break down their own committee areas. Set up of tents and tables completed by Friday 12:00 pm and break down finished by 12:00 pm on Sunday so that all the items can be packed for storage in a timely manner.
5. All committee members are expected to do a shift in hospitality and final clean up.

QUALIFICATION & RESPONSIBILITIES FOR SUBCOMMITTEE POSITIONS

CHAIR

- a. Chair must be an ASC elected position with 3 years clean time and have 6 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must be organized, responsible for and capable of overseeing all aspects of swamp committee.
- c. Will work with the Treasurer to create the budget.
- d. Must be a liaison between the park and swamp subcommittee and take responsibility for the confirmation and preregistration for the following year.
- e. Must attend and bring all info to the ASC monthly meeting.
- f. Must acquire certificate of insurance from the South FL Region.
- g. Chairs all swamp sub-committee meetings monthly.
- h. Chairs the Saturday night meeting and appoints trusted servants to do the readings and the clean time count down.

VICE CHAIR

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must work with the Chair and assist in all areas of the event including any and all work that the other committees were unable to handle.
- c. Fills in for Chair as needed.
- d. Helps oversee the event, Chairs the Friday night speaker meeting, and helps with organization in programming.

TREASURER

- a. Must be an ASC elected position with 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must attend all business meetings during the full year.
- c. Will work with the Chair to create the budget.
- d. Must document and be responsible for all funds at swamp recovery.
- e. Must balance a checkbook.
- f. Must be responsible to distribute all money to the subcommittee members that request funds within the budget and collect and maintain all receipts for the event.
- g. Must deposit all funds into the ASC bank account within 72 hours of event completion.
- h. Treasurer will submit completed accounting of the event to ASC by March ASC.

SECRETARY

- a. Must have 1 year clean time and have secretarial experience and organizational ability.
- b. Must type, keep written record of the meetings, have email capabilities and be computer literate.
- c. Must attend all business meetings during the full year and is required to turn all records over to the next secretary by next election for the following year including a hard copy disc.
- d. Must email all members of any changes of meetings, decisions or voting results.
- e. Must distribute all flyers to the Subcommittee members, South Broward Area and Region.
- f. Maintain a contact list of all committee members.
- g. Take accurate meeting minutes at all monthly subcommittee meetings and will email to all subcommittee members 1 week prior to the next monthly meeting.

ACTIVITIES CHAIR

- a. Must have 2 years clean time and have prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must organize and fulfill the scheduling of all activities. (i.e. games, crafts, etc.)
- c. Form a committee that will help to cover all shifts during the weekend.
- d. Must set up and break down the activities tent and tables.
- e. Create and maintain an inventory for the items required for the event.
- f. Maintain accurate financial records & receipts of expenses for all activities which is given to the Treasurer.

HOSPITALITY CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must set up a break down tents, buy supplies before and during event to ensure that coffee and other items for sale are available before and after meetings.
- c. Maintain accurate financial records & receipts of expenses for all supplies which is given to the Treasurer.
- d. Form a committee that will help cover all shifts during the weekend.
- e. Keep an inventory of all items needed and clean all utensils each night and before packing up on Sunday.

Hours of operation are:

- Set Up Friday 8 am to 12 pm
 Friday 12 pm to 11pm
- Saturday 7 am to 11pm
- Breakdown Sunday 7 am to 10 am

(Times to be reviewed – may change depending on group conscious)

PROGRAM CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Forms a committee and is responsible to oversee the selection of the workshop topics.
- c. Ensures that all Speakers meet the following clean time requirements and have a clear NA message:
 - Main Speaker – 5 years clean
 - Work Shop Speakers – 2 years clean
- d. Ensures that all Workshop Chairs meet a 1 year clean time requirement and have a clear NA message.
- e. Must create a flyer to collect tapes and CDs for the Main Speaker assuring they have a clear NA message. Main Speakers cannot be a Swamp subcommittee member.
- f. All speaker candidates must be submitted to the Swamp Committee for final approval.
- g. Create and print a program schedule with days and times of all events and activities, including large poster size for registration table.

REGISTRATION CHAIR

- a. Must have 2 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Form a committee that will cover all shifts during the weekend.
- c. Must make sure all committee members that are handling money have at least two years clean time.
- d. Must create and print registration forms.
- e. Creates all registration packages.
- f. Responsible to create and maintain accurate financial records.
- g. Responsible to turn over and sign off on all monies, financial records and registrations collected to the Treasurer and/or Chair person.

SERENITY AND SAFETY PATROL CHAIR

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Must form a committee and oversee that the following tasks are adhered to (1-5).
 1. Set up and break down all tiki torches around registration and hospitality.
 2. Must be able to handle any disruption that may occur and maintain adherence to the policies set by the swamp committee in accordance with park rules and regulations.
 3. Must direct traffic for parking and/or crowd control.
 4. Must set up the parking areas including applying and removing the caution tape.
 5. Must handle multiple fires, help organize fire safety of pits, furnish and maintain the firewood. (usually that is 3 pickups), insure that a water source (hose or bucket of water) is available at every fire pit. Must insure adherence to park rules and regulations.
 6. Must extinguish all fires with water in accordance with park rules and regulations.

T Shirt Sales (Merchandise) Chair

- a. Must have 3 years clean time and have 3 months prior involvement in a Swamp Recovery Sub-committee, Area Activities Sub-committee, or Convention Sub-committee.
- b. Form a committee that will cover all shifts during the weekend.
- c. Must keep current and accurate financial records in a responsible manner.
- d. Must obtain three separate written bids from different printers or vendors to present to the sub-committee.
- e. Must be a liaison between the printer and the sub-committee on final design as well as pick up of shirts and/or any additional merchandise.
- f. Works in conjunction with registration in keeping a current and accurate record of inventory & shirt sizes to fulfill all registration orders.
- g. Is responsible to turn over and sign off all monies collected and financial records to the Treasurer and/or Chair person.

AGENDA FOR SUB-COMMITTEE MEETING

- a. Open meeting with the Serenity Prayer
- b. Read the Twelve Traditions
- c. Establish voting members
- d. Review Sub-Committee business
- e. Old business
- f. New business
- g. Review business of the day
- h. Announcements
- i. Establish next meeting date, time and place
- j. Close meeting with the Serenity Prayer

MOTIONS AND VOTING PROCEDURES

Motions

- a. Motions may be made and seconded only by voting members.

Voting

- a. Members may have voting privileges after attending two (2) consecutive meetings.
- b. Voting privileges will be lost after missing two (2) meetings until reestablished.
- c. In the event of a tie, the Chairperson will exercise her/his right to break such tie.
- d. A quorum is the simple majority of the voting members. **Once quorum is established at each meeting, it stays throughout the meeting.**

IMPEACHMENT PROCEDURES

- a. When a member of the Administrative Committee, or a Sub-Committee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote to impeach. The vote is done by closed ballot.

RESIGNATION PROCEDURES

- a. Submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

Budget

- a. Budget will be created by the Chair and the Treasurer and approved by ASC.
- b. Must be submitted to ASC after the event by April ASC for the following year.